

I. STEPS FOR SUBMITTING THE DC ONEAPP

A. KNOW THE REQUIREMENTS

The DC State Education Office's (SEO) Higher Education Financial Services (HEFS) administers the District of Columbia's higher education financial aid grants: the **District of Columbia Tuition Assistance Grant (DCTAG)**, **District of Columbia Leveraging Educational Assistance Partnership (DCLEAP)**, and the **District of Columbia Adoption Scholarship (DCAS)**. Students may apply for the three grants using one application form called the DC OneApp.

The DC OneApp is an Internet-based application located at www.seo.dc.gov. Eligibility varies for each program. Program descriptions and application requirements are outlined below. The application is available on January 1 and the deadline for each program is June 30 of each year. For example, for the 2007 – 2008 school year, the deadline is June 30, 2007. Students must apply and meet the program specifications on an annual basis.

NEW FOR THE 2007-2008 SCHOOL YEAR

1. The DC OneApp is accessible for online completion only. The paper version of the application is no longer available.
2. The DC OneApp and ALL REQUIRED SUPPORTING DOCUMENTS must be submitted by the deadline of June 30, 2007 in order to be considered for an award. Students submitting applications and/or supporting documents after the deadline will be placed on a waiting list. Award consideration will depend upon program funding availability.





DCTAG

DCTAG was created by the U.S. Congress in 1999 through the District of Columbia College Access Act and later amended by the DC College Access Improvement Act of 2002 for the purpose of expanding higher education choices for college-bound residents of the District of Columbia.

ELIGIBILITY CRITERIA

Applicant must be:

- A U.S. citizen or have eligible non-citizenship status.
- A District of Columbia resident 12 months prior to the first year enrolled in college and throughout the tenure in college.
- A high school graduate or a General Equivalency Diploma (GED) recipient.
- 24 years of age or younger before the application deadline.
- In a no-default status with federal student loans.
- Accepted for enrollment in, or working toward, a first-time, undergraduate degree on, at least, a part-time basis (6 credit hours). Professional or graduate-level degree candidates are not eligible.

NOTE: If renewing application, student must meet and maintain Satisfactory Academic Progress (SAP), as defined by the college/university of enrollment or accepted enrollment.

REQUIRED SUPPORTING DOCUMENTS

The following documents are required to complete the application process for DCTAG submission to the SEO. [See Page 31, "Know the Required Supporting Documents" for more information.]

- One Student Aid Report (SAR) as provided by the U.S. Department of Education after the completion of the Free Application for Federal Student Aid (FAFSA).
- A certified copy of the DC Income Tax Return (D-40), including Schedule "S" with student listed as dependent, for the most recent calendar year. Students who were not enrolled in school during the most recent calendar year may be required to submit certified D-40s, or other domicile information for previous years. Applicants may also submit an Office of Tax & Revenue Authorization Form. [See sample on Page 25.]

or

- A 12-month income/benefit history statement (for the previous year) from either of the following sources, Temporary Assistance for Needy Families (TANF), Social Security Income (SSI), Social Security Disability Income (SSDI) Retirement Income, Child Support, or Workman's Compensation and Unemployment.
- Copies of two (2) current utility bills, bank statements, pay stubs, or mortgage statements. Documents must be no older than 45 days from the date of application submission and must reflect the name and address of the applicant or the parent or legal guardian.
- Recent high school graduates must provide a signed Satisfactory Academic Progress Toward Graduation form with original signatures [See sample on Page 25] or a copy of their high school diploma or GED certificate.
- Affirmation and Legal Disclaimer Statement with original signatures from the student and the parent/legal guardian.

Applicants who are Wards of the DC Court must provide:

- Ward of the Court verification letter.
- Student Aid Report (SAR) as outlined above.
- A signed Satisfactory Academic Progress (SAP) form with original signatures [see sample on Page 25], a copy of their high school diploma, or (GED) certificate, if a recent high school graduates.
- Affirmation and Legal Disclaimer Statement with original signatures from the student.

ELIGIBLE INSTITUTIONS [VISIT WWW.SEO.DC.GOV FOR COMPLETE LIST] ARE:

- All public colleges/universities throughout the U.S.
- All public and private Historically Black Colleges and Universities (HBCUs) throughout the U.S.
- All private colleges/universities in the Washington, DC metropolitan area.

NOTE: Proprietary schools are not eligible.

AWARD AMOUNTS

- Up to \$10,000 per academic year to pay the difference between in-state and out-of-state tuition at public colleges/universities nationwide [award will be reduced for less than full-time enrollment] for a lifetime maximum of \$50,000.
- Up to \$2,500 per academic year for private HBCUs, nationwide, and private colleges/universities in the Washington, DC metropolitan area, for a lifetime maximum of \$12,500.
- Up to \$2,500 per academic year to pay the difference between in-state and out-of-state tuition at two-year community colleges, for a lifetime maximum of \$10,000.
- Awards are limited to a maximum of six (6) years from the date of the first term the student is enrolled in college.
- Awards do not cover the summer term.

DCLEAP

DCLEAP is a federal financial aid program designed to assist eligible students who demonstrate financial need, while attending post-secondary educational institutions.

ELIGIBILITY CRITERIA

Applicant must be:

- A U.S. Citizen or have eligible non-citizen status.
- A District of Columbia resident 12 months prior to the first year enrolled in college and throughout the tenure in college.
- A high school graduate or a General Equivalency Diploma (GED) recipient.
- In a no-default status with federal student loans.
- Accepted for enrollment in, or working toward, a first-time, undergraduate degree on, at least, a part-time basis (6 credit hours). Professional or graduate-level degree candidates are not eligible.
- Financially in-need, as determined by the enrolling college or university.


NOTE: If renewing application, student must meet and maintain Satisfactory Academic Progress (SAP), as defined by the college/university of enrollment or accepted enrollment.

REQUIRED SUPPORTING DOCUMENTS

The following documents are required to complete the application process for DCLEAP submission to the SEO. [See Page 31, "Know the Required Supporting Documents" for more information.]

- One Student Aid Report (SAR) as provided by the U.S. Department of Education after the completion of the Free Application for Federal Student Aid (FAFSA).
- A certified copy of the DC Income Tax Return (D-40), including Schedule "S" with student listed as dependent, for the most recent calendar year. Students who were not enrolled in school during the most recent calendar year may be required to submit certified D-40s or other domicile information for previous years. Applicants may also submit an Office of Tax & Revenue Authorization Form. [See sample on Page 25.]

or



A 12-month income/benefit history statement (for the previous year) from either of the following sources, Temporary Assistance for Needy Families (TANF), Social Security Income (SSI), Social Security Disability Income (SSDI), Retirement Income, Child Support, or Workman's Compensation and Unemployment.

- Copies of two (2) current utility bills, bank statements, pay stubs, or mortgage statements. Documents must be no older than 45 days from the date of application submission and must reflect the name and address of the applicant or the parent or legal guardian.
- Recent high school graduates must provide a signed Satisfactory Academic Progress Toward Graduation form with original signatures [see sample on Page 25] or a copy of their high school diploma or GED certificate.
- Affirmation and Legal Disclaimer Statement with original signatures from the student and the parent/legal guardian.

Applicants who are Wards of the DC Court must provide:

- Ward of the Court verification letter.
- One Student Aid Report (SAR) as outlined above.
- Recent high school graduates must provide a signed Satisfactory Academic Progress Toward Graduation form with original signatures [see sample on Page 25], a copy of their high school diploma or a GED certificate.
- Affirmation and Disclaimer Legal Statement with original signatures from the student.

AWARD AMOUNT

- Up to \$1,500 per academic year. [Award will be reduced for less than full-time enrollment.]
- Awards are limited to a maximum of six (6) years from the date of the first term enrolled in college, for a lifetime maximum of \$9,000.
- Awards do not cover the summer term.

ELIGIBLE INSTITUTIONS

- All post-secondary institutions certified by the U.S. Department of Education as being eligible to participate in Title IV Aid Programs. Search for Title IV approved institutions by visiting the Department of Education's website at <http://nces.ed.gov/ipeds/cool/>.

NOTE: Proprietary schools are not eligible.

DCAS

DCAS was authorized by the Adoption Voucher Act of 2001. The Act appropriated a federal payment of \$1 million to establish a scholarship fund for the post-secondary education of District of Columbia children who were adopted after October 1, 2001; and/or children who lost one or both parents as a result of the events of September 11, 2001.

ELIGIBILITY CRITERIA

Applicant must be:

- Adopted on or after October 1, 2001 through the District of Columbia's Child and Family Services Agency or lost one (1) or both parents as a result of the events of September 11, 2001 while they were domiciled in the District of Columbia.
- A U.S. Citizen or have eligible non-citizen status.
- A high school graduate or a GED recipient.
- 24 years of age or younger before deadline date.

- In a no-default status with federal student loans.
- Accepted for enrollment in, or working toward, a first-time, undergraduate degree on, at least, a part-time basis (6 credit hours). Professional or graduate-level degree candidates are not eligible.

NOTE: If renewing application, student must meet and maintain Satisfactory Academic Progress (SAP), as defined by the college/university of enrollment or accepted enrollment.

REQUIRED SUPPORTING DOCUMENTS

The following documents are required to complete the application process for DCAS submission to the SEO. [See Page 31, "Know the Required Supporting Documents," for more information.]

For both adopted and 9/11 applicants

- One Student Aid Report (SAR), as provided by the U.S. Department of Education after completing the Free Application for Federal Student Aid (FAFSA).
- Recent high school graduates must provide a signed Satisfactory Academic Progress Toward Graduation form with original signatures [See sample on Page 25] or a copy of their high school diploma or GED certificate.
- Affirmation and Legal Disclaimer Statement with original signatures from the student and the parent/legal guardian.

For adopted applicants

- Copy of the final adoption decree.

For 9/11 applicants

- Copy of death certificate of parent(s).
- A certified copy of the DC Income Tax Return (D-40), including Schedule "S" with student listed as dependent, for the most recent calendar year. Students who were not enrolled in school during the most recent calendar year may be required to submit certified D-40s, or other domicile information for previous years. Applicants may also submit an Office of Tax & Revenue Authorization Form. [See sample on Page 25.]

or

A 12-month income/benefit history statement (for the previous year) from either of the following sources, Temporary Assistance for Needy Families (TANF), Social Security Income (SSI), Social Security Disability Income (SSDI), Retirement Income, Child Support, or Workman Compensation's and Unemployment.

- Copies of two (2) current utility bills, bank statements, pay stubs, or mortgage statements. Documents must be no older than 45 days from the date of application submission and must reflect the name and address of the applicant or the parent or legal guardian.

AWARD AMOUNT

- Up to \$10,000 per academic year [award will be reduced for less than full-time enrollment].
- Awards are limited to a maximum of six (6) years from the date of the first term enrolled in college, for a lifetime maximum of \$50,000.

ELIGIBLE INSTITUTIONS

- All post-secondary institutions certified by the U.S. Department of Education as being eligible to participate in Title IV Aid Programs. Search for Title IV approved institutions by visiting the U.S. Department of Education's website at <http://nces.ed.gov/ipeds/cool/>.

NOTE: Proprietary schools are not eligible.